

From Margaret Ely  
Nov. 1950

**BUSINESS  
EDUCATION  
INDEX-1943**

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**THE BUSINESS EDUCATION WORLD**

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# BUSINESS EDUCATION INDEX

1943

*An Author and Subject Index of Business Education Articles  
Compiled from a Selected List of Periodicals and  
Yearbooks Published during the Year 1943*

*Sponsored by*

DELTA PI EPSILON FRATERNITY

NATIONAL HONORARY GRADUATE FRATERNITY  
IN BUSINESS EDUCATION

*Edited by*

M. HERBERT FREEMAN, Ph.D.

NEW JERSEY STATE TEACHERS COLLEGE  
PATERSON, NEW JERSEY

*Assistant Editor*

EDITH J. TUCHMAN

WEST SIDE HIGH SCHOOL, NEWARK, NEW JERSEY

THE BUSINESS EDUCATION WORLD

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## FOREWORD

This is the fourth issue of the *Business Education Index*. It has become an indispensable bibliography to all students of business education in teacher-training institutions and to all teachers, supervisors, and administrators of business education who desire to keep professionally up-to-date. It is in many public and school libraries.

The editors of this issue explain in their preface certain new features that they have added. We are happy to express to Doctor Freeman and Miss Tuchman our deep appreciation for their extensive and successful editorial work in advancing the professional service of our fraternity in the *Business Education Index*, so ably begun and carried on by Dr. and Mrs. Eugene H. Hughes in the 1940, 1941, and 1942 issues.

PETER L. AGNEW

Chairman, 1943 Publications Committee

## PREFACE

Most of the items listed in this 1943 issue of *Business Education Index* were obtained by indexing completely the twenty-four business education publications published in 1943. Many other references were obtained by going through every article in thirty other educational and business magazines. To make the Index as complete as possible, the editors checked several standard guides to current literature in education under about fifty subject headings. Pertinent articles from thirty-six additional magazines were selected from these guides, making a total of ninety periodicals represented in this Index. Articles published too late in 1942 to appear in the Index for that year are included in this compilation. For the first time, this Index includes a comprehensive list of business textbooks and teaching materials published in 1943. Textbooks, bulletins, monographs, and Government pamphlets dealing with any phase of business education are also listed.

All references are indexed by author and subject in an alphabetical arrangement and, as such, constitute the only complete index published that is devoted exclusively to business education. The aim of Delta Pi Epsilon in compiling this material is to produce an authoritative source reference, available not alone to members of the fraternity but to all teachers, students, research workers, administrators, and businessmen interested in business education.

We extend our sincere thanks to the staffs of the many organizations who have co-operated in supplying us with copies of their publications. We also acknowledge with thanks the use, as constant guides, of *Education Index* and *Reader's Guide*, published by the H. W. Wilson Company. To the business students in the New Jersey State Teachers College, Paterson, and to those in West Side High School, Newark, New Jersey, who did the clerical work on this ambitious project, we express our appreciation.

Finally, we wish to make it very clear that, most of all, we are indebted to Captain and Mrs. Eugene H. Hughes for making it possible for us to carry on their work. They did such an excellent job in planning and organizing the 1940, 1941, and 1942 Indexes that it was a relatively simple task for us to follow in the path they had so clearly marked out. Delta Pi Epsilon and Business Education owe Captain and Mrs. Hughes a sincere vote of thanks.

M. HERBERT FREEMAN, *Editor of Index*

EDITH J. TUCHMAN, *Assistant Editor of Index*

*Note:* Corrections, inquiries, and editorial comment should be addressed to Dr. M. Herbert Freeman, New Jersey State Teachers College, Paterson 3, New Jersey.

## BUSINESS EDUCATION PERIODICALS INDEXED

- Bal Sheet—Balance Sheet. W. Harmon Wilson, ed., South-Western Publishing Company, 201-203 West Fourth Street, Cincinnati, Ohio.
- Ball State CJ—Ball State Commerce Journal. M. E. Studebaker, ed., Department of Business Education, Ball State Teachers College, Muncie, Indiana.
- Beacons on Bus Ed—Beacons on Business Education. Business Education Department, Teachers College of Connecticut, New Britain, Connecticut.
- Bus Ed Digest—Business Education Digest. Eleanor Skimin, ed., National Business Teachers Association, 2330 Grand River Avenue, Detroit, Michigan.
- Business Education for Today's and Tomorrow's World—Proceedings—The Society for the Advancement of Research in Business Education, Teachers College, Columbia University.
- Bus Ed News—Business Education News and Views (mimeographed). Clyde W. Humphrey, ed., Division of Instructional Service. State Department of Public Instruction, Raleigh, North Carolina.
- Bus Ed Observer—Business Education Observer. Rosa Scally, ed., Senior High School, New Brunswick, New Jersey.
- Bus Ed World—Business Education World. John Robert Gregg, ed., Gregg Publishing Company, 270 Madison Avenue, New York 16, New York.
- C Ed—Commercial Education Bulletin. Laura Hamilton, ed., Whitewater State Teachers College, Whitewater, Wisconsin.
- Conn Bus Educ—Connecticut Business Educator. Frank H. Ash, ed., School of Business Administration, University of Connecticut, Storrs, Connecticut.
- Dict Ed F—Dictaphone Educational Forum. Genevieve A. Hayes, ed., Educational Division, Dictaphone Corporation, 750 Graybar Building, New York 17.
- Dist Ed—Distributive Educator (mimeographed). Clyde W. Humphrey, ed., Division of Vocational Education, State Department of Public Instruction, Raleigh, North Carolina.
- ECTA—Eastern Commercial Teachers Association. Sixteenth Yearbook 1943. Rufus Stickney, ed. For sale by New York University bookstore.
- Gregg N L—Gregg News Letter. Charles E. Zoubek, ed., Gregg Publishing Company, 270 Madison Avenue, New York 16, New York.
- Gregg W—Gregg Writer. John Robert Gregg, ed., Gregg Publishing Company, 270 Madison Avenue, New York 16, New York.
- J Bus Ed—Journal of Business Education. Herbert A. Tonne, ed., Trethaway Publishing Company, Inc., 512 Brooks Building, Wilkes-Barre, Pennsylvania.
- Keeping—Keeping Posted (mimeographed). I. David Satlow, ed., Association of Chairman of Accounting and Law Departments in New York City High Schools, Bushwick High School, 400 Irving Avenue, Brooklyn, New York.
- M Bus Ed—Modern Business Education. A. J. Lawrence, ed., Southern Business Education Association, University of Kentucky, Lexington, Kentucky.
- NABTTI—National Association of Business Teacher-Training Institutions. Benjamin R. Haynes, ed., School of Business Administration, University of Tennessee, Nashville, Tennessee.
- NBTA—National Business Teachers Association. Ninth Yearbook 1943. McKee Fisk, ed., Woman's College, University of North Carolina, Greensboro.
- N Bus Ed Q—National Business Education Quarterly. Anson B. Barber, ed., Madison College, Harrisonburg, Virginia.
- News Letter—The News Letter. Business Education Department, New Mexico Highlands University, Las Vegas, New Mexico.

Review Bus Ed—Review of Business Education. J. Frances Henderson, ed., Oklahoma Agricultural and Mechanical College and the Oklahoma Commercial Teachers Federation, Stillwater, Oklahoma.

TS Bus Educ—Tri-State Business Educator. J. K. Stoner, ed., Mayer Press, 235 Collins Avenue, Pittsburgh, Pennsylvania.

## GENERAL PERIODICALS INDEXED

Balt Bul Ed—Baltimore Bulletin of Education. John L. Stenquist, ed., Bureau of Measurement, Statistics and Research, 3 East 25th Street, Baltimore, Maryland.

Bul Nat Assn Sec Sch Prin—Bulletin of the National Association of Secondary-School Principals. \$3; free to members. National Education Association, Paul E. Elicker, executive secretary, 1201 16th Street, N.W., Washington, D. C.

C G—Consumers Guide. Ben James, ed., War Food Administration, Washington, D. C.

Curric J—Curriculum Journal. H. Harap, ed. \$2.50. Curriculum Journal, George Peabody College, Nashville, Tennessee.

Ed—Education. Raymond P. Palmer, ed. \$4. Palmer Company, 370 Atlantic Avenue, Boston, Massachusetts.

Ed Digest—Education Digest. Lawrence W. Prakken, ed. \$3. Education Digest, P. O. Box 100, Ann Arbor, Michigan.

Ed Vic—Education for Victory. Olga A. Jones, ed. \$1. Superintendent of Documents, Government Printing Office, Washington, D. C.

H Points—High Points. A. H. Lass, ed. New York (city). Board of Education, Room 925, 110 Livingston Street, Brooklyn, New York.

H Sch J—High School Journal. W. Carson Ryan, ed. \$1.50. University of North Carolina Press, Chapel Hill, North Carolina.

Ind Woman—Independent Woman. National Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway, New York 23, New York.

J of Acc—Journal of Accountancy. John L. Carey, ed., American Institute Publishing Company, Inc., 13 East 41st Street, New York 17, New York.

J Ed Soc—Journal of Educational Sociology. E. George Payne, ed. \$3. Journal of Educational Sociology, Inc., Room 51, 32 Washington Place, New York 3.

J Higher Ed—Journal of Higher Education. R. H. Eckelberry, ed. \$3. Bureau of Educational Research, Ohio State University, Columbus, Ohio.

Jun Col J—Junior College Journal. Walter Crosby Eells, ed. \$3. American Association of Junior Colleges, 730 Jackson Place, N. W., Washington 6, D. C.

Ky Sch J—Kentucky School Journal. W. P. King, ed. \$1. Kentucky Education Association, 1423 Heyburn Bldg., Broadway at Fourth Avenue, Louisville 2, Ky.

Nat Ed Assn J—Journal of the National Education Association. Joy Elmer Morgan, ed. \$2; free to members. National Education Association of the United States, 1201 16th Street, N. W., Washington, D. C.

Nat Ed Assn Res B—Research Bulletin of the National Education Association. \$1. Research Division, National Education Association, 1201 16th Street, N. W., Washington, D. C.

Nation's Business. Chamber of Commerce of the United States. 1615 H. Street, N. W., Washington, D. C.

Occupations—Occupations. Harry D. Kitson, ed. \$3.50. Occupations, 525 West 120th Street, New York 27, New York.

Ohio Sch—Ohio Schools. Hobart H. Bell, ed. \$1.50. Ohio Education Association, 213-215 East Broad Street, Columbus, Ohio.



- R Ed Res—Review of Educational Research. \$4. American Educational Research Association, 1201 16th Street, N. W., Washington, D. C.
- Sch Activities—School Activities. Harry C. McKown, ed. \$2.50. School Activities Publishing Company, 1515 Lane Street, Topeka, Kansas.
- Sch R—School Review. Elizabeth Kile, business manager. \$2.50. Department of Education, University of Chicago, 5835 Kimbark Avenue, Chicago 37, Illinois.
- Sec Ed—Secondary Education. Ernest D. Lewis, ed. \$1. Department of Secondary Teachers, National Education Association, Greenwich, Connecticut.
- Sierra Ed News—Sierra Educational News. Vaughan MacCaughy, ed. \$2. California Teachers Association, 155 Sansome Street, San Francisco, California.
- Teach Col Rec—Teachers College Record. Max R. Brunstetter, ed. \$3. Bureau of Publications, Teachers College, Columbia University, 525 West 120th Street, New York 27, New York.
- Tex Outl—Texas Outlook. B. B. Cobb, ed. \$2. Texas State Teachers Association, 410 East Weatherford Street, Fort Worth, Texas.
- Think. International Business Machines Corporation, 590 Madison Avenue, New York 22, New York.
- Va J Ed—Virginia Journal of Education. Francis S. Chase, ed. \$1.50. Virginia Education Association, 401 North Ninth Street, Richmond, Virginia.

### GENERAL PERIODICALS PARTIALLY INDEXED

- Adv Manag—Advanced Management. The Society for the Advancement of Management, Inc. 29 West 39th Street, New York 18. \$3 to members; to others, \$6.
- Ag Ed Mag—Agricultural Education Magazine. O. C. Aderhold, ed. \$1. Meredith Publishing Company, Des Moines, Iowa.
- Am Assn Col Reg J—Journal of the American Association of Collegiate Registrars. William Craig Smyser, ed. \$3. American Association of Collegiate Registrars, 450 Ahnaip Street, Menasha, Wisconsin.
- American Association of School Administrators. Official Report, 1943. American Association of School Administrators, 1201 16th Street, N. W., Washington, D. C.
- American School and University, 470 Fourth Avenue, New York 16, New York.
- Am Sch Bd J—American School Board Journal. William George Bruce and William C. Bruce, eds. \$3. Bruce Publishing Company, 540 North Milwaukee Street, Milwaukee 1, Wisconsin.
- Business Week—Business Week. McGraw-Hill Publishing Company, Inc., 330 West 42nd Street, New York 18, New York.
- Calif J Sec Ed—California Journal of Secondary Education. Edward H. Redford, ed. \$3. California Society of Secondary Education, Haviland Hall, Berkeley, California.
- Chicago Sch J—Chicago Schools Journal. Sophia C. Camenisch, ed. Chicago Teachers College, 6800 Stewart Avenue, Chicago, Illinois.
- Col Engl—College English. W. Wilbur Hatfield, ed. \$3. University of Chicago Press, 5750 Ellis Avenue, Chicago, Illinois.
- C R Bul—Consumers Research Bulletin. F. J. Schlink and others, eds. \$2. Consumers' Research, Inc., Washington, New Jersey.
- El Sch J—Elementary School Journal. Elizabeth Kile, business manager. \$2.50. Department of Education, University of Chicago, 5835 Kimbark Avenue, Chicago 37, Illinois.
- Engl J—English Journal. W. Wilbur Hatfield, ed. \$3. University of Chicago Press, 5750 Ellis Avenue, Chicago, Illinois.
- Harvard Ed R—Harvard Educational Review. Howard E. Wilson, ed. \$2. 13 Lawrence Hall, Kirkland Street, Cambridge, Massachusetts.

- Hispania—Hispania. Henry Grattan Doyle, ed. \$2. American Association of Teachers of Spanish, G. S. DeLand, Secretary, Denison University, Granville, Ohio.
- Ind Univ Sch Ed Bul—Bulletin of the School of Education, Indian University. H. L. Smith, director. Fifty cents a copy. Bureau of Co-operative Research and Field Service, Indiana University, Bloomington, Indiana.
- Ind Arts & Voc Ed—Industrial Arts and Vocational Education. John J. Metz, ed. \$2.50. Bruce Publishing Company, 540 North Milwaukee Street, Milwaukee 1, Wisconsin.
- J Ap Psychol—Journal of Applied Psychology. Donald G. Patterson, ed. \$6. American Psychological Association, Inc., W. L. Valentine, Northwestern University, Evanston, Illinois.
- J Ed—Journal of Education. Anson W. Belding, ed. \$2.75. New England Publishing Company, 6 Park Street, Boston, Massachusetts.
- J Home Econ—Journal of Home Economics. Helen P. Hostetter, ed. \$2.50. American Home Economics Association, 620 Mills Building, Washington 6, D. C.
- Mid Sch—Midland Schools. Agnes Samuelson, ed. \$1.50. Iowa State Teachers' Association, 415 Shops Building, Des Moines, Iowa.
- Monthly Labor R—Monthly Labor Review. Hugh S. Hanna, ed. \$3.50. Superintendent of Documents, Washington, D. C.
- Nat Ed Assn Proc—National Education Association Proceedings. \$3. National Education Association, 1201 16th Street, N. W., Washington, D. C.
- National Society for the Study of Education. Forty-second Yearbook, Part I, Department of Education, University of Chicago, 1943.
- Nation's Sch—Nation's Schools. Arthur B. Moehlman, ed. \$2. Nation's Schools Publishing Company, 919 North Michigan Avenue, Chicago 11, Illinois.
- Neb Ed J—Nebraska Educational Journal. Archer L. Burnham, ed. \$2. Nebraska State Teachers' Association, 605 South 14th Street, Lincoln, Nebraska.
- N Y State Ed—New York State Education. Arvie Eldred, ed. \$2. New York State Education, A. Eldred, 152 Washington Avenue, Albany 6, New York.
- N Y Times Mag—New York Times Magazine, New York Times, 229 West 43rd Street, New York 18, New York.
- Pennsylvania School Journal. Harvey E. Gayman, ed. \$2. Pennsylvania State Education Association, 400 North Third Street, Harrisburg, Pennsylvania.
- Prac Home Econ—Practical Home Economics. Blanche M. Stover, ed. \$2. Lakeside Publishing Company, 468 Fourth Avenue, New York 16, New York.
- Progres Ed—Progressive Education. Frederick L. Redefer, ed. \$3. Progressive Education Association, 221 West 57th Street, New York 19, New York.
- Sch (Sec ed)—School (Toronto) (Secondary edition). Charles E. Phillips, managing ed. \$1.75. Ontario College of Education, 371 Bloor Street, West, Toronto 5, Ontario.
- Sch & Soc—School and Society. William C. Bagley, ed. \$5. The Science Press, North Queen Street and McGovern Avenue, Lancaster, Pennsylvania.
- Sch Executive—School Executive. N. L. Engelhardt and William G. Carr, eds. \$2. The School Executive, 470 Fourth Avenue, New York 16, New York.
- Sch Manag—School Management: Administration, Equipment, Maintenance. Lucile D. Kirk, managing ed. \$1. School Management, Inc., 52 Vanderbilt Avenue, New York 17, New York.
- Sec Ed—Secondary Education. Ernest D. Lewis, ed. \$1. Department of Secondary Teachers, National Education Association, Greenwich, Connecticut.
- Wis J Ed—Wisconsin Journal of Education. O. H. Plenzke, ed. \$1. Wisconsin Journal of Education, 404 Insurance Building, Madison, Wisconsin.

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## A

### AANESTAD, R. E.

Approach to typewriting. *Mid Sch* 57: 261 May '43

### ABBOTT, Lottie Caton

Punctuation in a nutshell. *Gregg W* 46: 62 Oct '43

### ABRAMS, Ray

See Fisk, McKee. jt auth

### ACCELERATION

California committee recommends accelerated school programs. *Bus Ed Digest* 7: 113-14 Oct '43  
Principle XLVII. McKee Fisk, et al, ed. Ninth yearbook NBTA 264-72 '43

The who and how elements of accelerated training. Dorothy C. Finkelhor. Sixteenth yearbook ECTA 170-2 '43

Typewriting instruction on a wartime schedule. L. Lee Lindley. Sixteenth yearbook ECTA 227-33 '43

What results will the short clerical course have on the regular business and shorthand departments of the private business schools? John F. Robinson. Sixteenth yearbook ECTA 390-6 '43

### ACCOUNTING

Accounting developments of 1942. George O. May. *J of Acc* 75: 301-5 Apr '43

Accounting problems of the small business. M. H. Stans. *J of Acc* 76: 230-9 Sept '43

Adaptation of the income statement to present conditions. William A. Paton. *J of Acc* 75: 8-15 Jan '43

American institute of accountants examinations. H. P. Baumann, ed. See numbers *J of Acc*

The army pays in cash. A. H. Sypher. *Nation's Business* 31: 27-8, 60 Apr '43

Auditing under war conditions. George P. Ellis. *J of Acc* 76: 133-46 Aug '43

Aviation supply accounting. W. J. Cleaver. *Bus Ed World* 23: 529 May '43

Business and accounting procedure. Charles E. Bowman and Atlee L. Percy. *American Book* '43

Clothing and small stores. Ernest Gaunt. *Bus Ed World* 23: 528-9 May '43

Creative accounting. M. A. Solderinger. *Bal Sheet* 25: 151-3, 192 Dec '43

Do we need a "balance-sheet"? C. Martin. *J of Acc* 75: 343-7 Apr '43

Drugstore accounting. J. Brooks Heckert and William E. Dickerson. 415p. \$4 McGraw-Hill '43

The effect of federal taxation on the teaching of bookkeeping and accounting. D. B. Marti. *Bal Sheet* 24: 206-9 Jan '43

Employers' payroll accounting under the "victory tax." J. Andrew Crafts. *J of Acc* 75: 16-26 Jan '43

Experiences in auditing. R. Wallace Haworth. *J of Acc* 75: 68 Jan '43; 144-7 Feb '43

### ACCOUNTING (continued)

Facilitating the independent accountant's review of internal accounting period. Victor H. Stempf.

*J of Acc* 75: 49-57 Jan '43

Financial statements in wartime. C. O. Wellington.

*J of Acc* 76: 54-65 Ju '43

General storekeeping. J. C. Crouse. *Bus Ed World* 23: 528 May '43

Helping youth to understand the social security program. Ed Vic 2: 1, 16 Nov 1, '43

Internal auditing and the public accountant. J. B. Thurston. *J of Acc* 76: 220-9 Sept '43

The logic of accountancy. Laurence de Rycke. *Bal Sheet* 25: 119, 143 Nov '43

Opportunities for women in accounting. Frederick M. Schaeberle. *Gregg W* 45: 399, 430 Apr '43

Provisions accounting. Dean R. Malsbary. *Bus Ed World* 23: 529 May '43

Ship's store. Max Keith. *Bus Ed World* 23: 530 May '43

Students' department. H. P. Baumann, ed. See numbers *J of Acc*

Wartime problems of financial statements. George N. Farrand. *J of Acc* 75: 36-41 Jan '43

Ways to teach bookkeeping and accounting, 2d ed. Harvey A. Andruss. 321p. \$2.35 South-Western '43

Why we need auditing standards. S. S. Webster, jr. *J of Acc* 75: 426-32 May '43

Use of accountants in war. *J of Acc* 76: 27-34 Ju '43

### ACHIEVEMENT standards

Evaluating stenographic achievement. *Bul Nat Assn Sec Sch Prin* 27: 80-2 Dec '43

Evaluation of the program of business education. McKee Fisk, et al, ed. Ninth yearbook NBTA 311-26 '43

Principles XXXVII, LIV-LVI. McKee Fisk, et al, ed. Ninth yearbook NBTA 219-26; 314-25 '43

### ACHILLES, Paul S.

How office workers are employed. *Bus Ed Digest* 7: 116-17 Oct '43

### ACKERMAN, Laurence J.

The contribution of the school of business administration. *Conn Bus Ed* 2: 11-13 May '43

### ADAIR, Cornelia S.

What the schools should teach in wartime. *Va J Ed* 36: 225-6 Feb '43

### ADAMS, Ruth

War's challenge to economics. *Ky Sch J* 22: 44, 46-7 Sept '43

### ADMINISTRATION and supervision

Better supervision—a step forward in business education. Virginia Mileham. *J Bus Ed* 18: 11-12 Mar '43

Do you use check lists? I. David Satlow. *Bus Ed World* 23: 275-6 Jan '43; 360-1 Feb '43

**ADMINISTRATION and supervision (continued)**

- High school administration in wartime. Rambling comments on the victory corps and other problems. W. S. Barnhart. *Ball State CJ* 14: 7-8 Feb '43
- Let's remove another stumbling block. Cecil Puckett. *Bal Sheet* 24: 195 Jan '43
- Organization and administration of business education. McKee Fisk, et al, ed. *Ninth Yearbook NBTA* 10-93 '43
- Our typewriter shortage problem solved. Marjorie E. Falting. *Bus Ed World* 23: 429 Mar '43
- Principles I, III, IV, XIV. McKee Fisk, et al, ed. *Ninth Yearbook NBTA* 12-16; 20-9; 29-35; 87-9 '43
- The contribution of school administration. A. L. Knoblauch. *Conn Bus Ed* 2: 27-8 May '43

**ADRIANCE, Robert I.**

- What economics in high school? *Sec Ed* 11: 1-3 Nov '43-Jan '44

**ADULT education**

- Adult refresher classes in Detroit. *Bal Sheet* 24: 406 May '43
- Business education must meet the challenge of the war and post-war eras in adult education. Alexander S. Massell. *Sixteenth yearbook ECTA* 53-8 '43
- Organizing an adult office training course. *Bus Ed World* 23: 355 Feb '43
- Tips for evening-school typing teachers. Harold Leith. *Bus Ed World* 23: 435-6 Mar '43

**ADVERTISING**

- Fundamentals of advertising, 4th ed. Edward J. Rowse and Louis J. Fish. 404p. \$1.80 South-Western '43
- Improve that advertisement. Harry D. Smith. *Bus Ed World* 23: 574 May '43
- Keeping up with distributive changes in a wartime economy. Franklin R. Crawl. *Sixteenth yearbook ECTA* 264-74 '43
- Workbook for Fundamentals of Advertising, 4th ed. Edward J. Rowse and Louis J. Fish. 136p. 56¢ South-Western '43

**AGNEW, Peter L.**

- See Bassett, E. D. jt auth
- See Loso, Foster. jt auth

**ALBER, Olga**

- Office training in the smaller school. *Bus Ed World* 24: 96-7 Oct '43

**ALLISON, Mildred**

- Army office training, 2d ed. 92p. \$1 Gregg '43
- Army office training workbook, 2d ed. 44p. 36¢ Gregg '43

**ALMETER, Mary A.**

- A Christmas holiday suggestion. *Bus Ed World* 24: 230 Dec '43

**ALPERN, Hymen and Martel, Jose**

- Spanish-English military language manual. Gregg '43

**AMERICAN association of school administrators**

- Official report of the convention never held. 224p. \$1 The Assn. '43

**AMERICAN school and university**

- Yearbook devoted to the design, construction, equipment, utilization, and maintenance of educational buildings and grounds, 1942-1943. (v14-15) 2v \$2.50 each. American School Publishing Corporation, New York, '42 '43

**AMERICAN vocational association**

- American vocational association. *Bal Sheet* 25: 163 Dec '43
- A. V. A. business education section. *J Bus Ed* 19: 28 Nov '43
- Convention news. *Dict Ed F* 19 Nov-Dec '43

**AMES, Newell S.**

- High school pupils help war emergency agencies. (Quoted from Beacons on *Bus Ed*, Feb '43). *Bus Ed World* 23: 619 Je '43
- New Britain senior high school pupils and the war effort. Beacons on *Bus Ed* 12: 4-6 Feb '43

**ANDERSON, Homer Willard**

- Program for youth, work—learn—save. *Nation's Sch* 31: 26 Mar '43
- The significance of the home front in the war savings program. *J Ed Soc* 16: 273-8 Jan '43

**ANDERSON, R. C.**

- Do teachers try to improve? *Bal Sheet* 25: 147 Dec '43

**ANDERSON, Ruth Irene**

- Webster changes his mind. *Bus Ed World* 24: 14-16 Sept '43

**ANDERSON, Roy N.**

- Counseling youth for wartime jobs. *Teach Col Rec* 44: 319-26 Feb '43
- Review of clerical tests (1929-1942). *Occupations* 21: 654-60 May '43

**ANDREWS, Margaret E.**

- A war typewriting course. *Bus Ed World* 23: 285-7 Jan '43

**ANDRUSS, Harvey A.**

- War-time problems in business teacher education. *Review Bus Ed* 40: 29-33 Feb '43
- Ways to teach bookkeeping and accounting, 2d ed. 321p. \$2.35 South-Western '43

**APPLICATIONS for positions**

- "Come in Monday morning." Karl Morrison. *J Bus Ed* 18: 13-16 Feb '43
- Personal data sheets. Lt. E. G. Eriksen. *Bus Ed World* 23: 376-8 Feb '43
- Pointers on how to apply for a job. Irene Eldridge. *Gregg W* 45: 463, 479 May '43
- Practice interviews. Rida Duckwall. *Bal Sheet* 25: 159-61 Dec '43
- Writing a best seller—an application letter. Carlotta V. Cuning. *Bal Sheet* 25: 18 Sept '43

**ARCHER, Sgt. Fred C.**

- Office work in the army. *Bus Ed World* 23: 521-3 May '43

**ARCHER, W. R.**

- See Stevenson, J. Ross. jt auth

**ARELL, Ruth**

- Ex-secretaries who made the executive grade. *Gregg W* 45: 451-3 May '43



**ARITHMETIC, commercial**

- An analysis of the arithmetic knowledge of high school pupils with emphasis on commercial arithmetic. Jacob S. Orleans and Emanuel Saxe, with the assistance of Walter F. Cassidy. City College Research Studies in Education, no. 2, \$1 School of Education, College of the City of New York, '43
- An analysis of the arithmetic knowledge of high school pupils. Jacob S. Orleans and Emanuel Saxe. Reviewed by Harold Baron. H Points 25: 79-80 Nov '43
- The arithmetic and law of the social security act. R. Robert Rosenberg. Bus Ed World 23: 306-8 Jan '43; 379-81 Feb '43
- Arithmetic disabilities of junior college students. Paul J. Mohr. Ed Digest 9: 56-7 Sept '43
- Arithmetic fundamental to machine instruction. Clark Perry. J Bus Ed 18: 17-18, 20 Feb '43; 19-20 Mar '43
- The arithmetic of rationing. M. Luther Scott. Bus Ed World 23: 627-8 Je '43
- Basic problems in business arithmetic. Harold E. Cowan. Sixteenth yearbook ECTA 316-21 '43
- Business arithmetic and the war. Max Broder. Bus Ed World 23: 273-4, 315 Jan '43
- Business mathematics for college students. George H. Whiteaker. 192p. \$1.50 McGraw-Hill '43
- Business mathematics, 2d ed. Cleon C. Richtmeyer and Judson W. Foust. 394p. \$2.75 McGraw-Hill '43
- Commercial algebra. Hugh E. Stelson and Harold P. Rogers. 283p. \$2.50 Macmillan '43
- Drills in preinduction mathematics. R. Robert Rosenberg. Bus Ed World 24: 17-18 Sept '43; 105 Oct '43; 237-8 Dec '43
- Eyes right. Ivan Mitchell. Bal Sheet 24: 291 Mar '43
- The necessity for basic training in English and mathematics for business. Marion A. Bills. Sixteenth yearbook ECTA 327-34 '43
- A simplified approach to business arithmetic. Sylvia A. Melofsky. Bal Sheet 24: 263, 288 Feb '43
- Strengthening the mastery of arithmetic. Ed Vic 1: 18-19 Jan 1 '43
- Teaching methods and testing materials in business mathematics, 2d ed. R. Robert Rosenberg. 312p. \$1.20 Gregg '42
- The war—and 'rithmetic. Gustave Schwamm. Bus Ed World 23: 406-7 Mar '43
- Weakness in present-day arithmetic programs. G. T. Buswell. Ed Digest 9: 38-40; Bus Ed Digest 7: 189 Dec '43

**ARMY**

See United States—Army

**ARNOLD, Marie M.**

- War-time problems in the teaching of shorthand. Bus Ed World 24: 1-5 Sept '43
- War-time problems concerning the teaching of shorthand. Sixteenth yearbook ECTA 206-17 '43

**ARUNDEL, John E.**

- Commercial vocational education. Dict Ed F 10-11, 13 Oct '43

**ASELTINE, H. E.**

- A test in typing numerals. Bus Ed World 23: 565 May '43

**ASH, Frank H.**

- (ed) Conn Bus Ed  
The university as a center for the development of a business education program. Conn Bus Ed 2: 4 May '43

**ASSOCIATIONS**

- Convention news. Dict Ed F 19 Nov-Dec '43
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(ed) *Gregg News Letter*

**KEY TO ABBREVIATIONS**

Apr	April	jt	joint
assn	association	Ju	July
Aug	August	Mar	March
auth	author	misc	miscellaneous
ave	avenue	nat	national
bd	board	no	number
bldg	building	Nov	November
bul	bulletin	Oct	October
bur	bureau	p	pages
bus	business	pl	place
co	company	pt	part
comp	compiled, compiler	pub	publishing, publisher
Dec	December	pubs	publications
dept	department	sec	secondary, secretary
doc	documents	Sept	September
ed	edited, edition	ser	series
	education, editor	sq	square
Feb	February	st	street
Jan	January	supt	superintendent
Je	June	univ	university
jr	junior	v	volume

## SUBJECT HEADINGS

- |                                |                                    |                            |
|--------------------------------|------------------------------------|----------------------------|
| Acceleration                   | Clerical work ( <i>continued</i> ) | Psychology                 |
| Accounting                     | U. S. Army                         | Radio in education         |
| Achievement standards          | U. S. Navy                         | Research                   |
| Administration and supervision | Colleges and universities          | Retail selling             |
| Adult education                | Commercial law                     | Secretarial training       |
| Advertising                    | Consumer education                 | Secretaries                |
| Applications for positions     | Co-operative education             | Shorthand                  |
| Arithmetic, commercial         | Curriculum                         | Practice material          |
| Associations                   | Distributive education             | Projects                   |
| Auditing                       | Economics                          | Research                   |
| Bibliography                   | Employment                         | Spanish                    |
| Bookkeeping                    | Equipment and supplies             | Teaching methods           |
| Aims and objectives            | Extracurricular activities         | Tests                      |
| Projects                       | Filing                             | Social security            |
| Teaching methods               | Follow-up studies                  | Stenographers              |
| Tests                          | Geography, commercial              | Stenography                |
| Business and education         | Income tax                         | Court                      |
| Business education             | Job analysis                       | Students                   |
| Aims and objectives            | Junior business training           | Taxation                   |
| High school                    | Junior college                     | Transcription              |
| Projects                       | National clerical-ability tests    | Typewriting                |
| Teaching methods               | Occupational information           | Bibliography               |
| Trends                         | Occupations                        | Research                   |
| Business English               | Office machines                    | Teaching methods           |
| Business letters               | Office management                  | Tests                      |
| Business organization          | Office practice                    | United States Army         |
| Business schools               | Office work                        | United States Navy         |
| Business teachers              | Part-time work                     | Victory Corps              |
| Armed services                 | Personality                        | Visual education           |
| Training                       | Personnel service                  | Vocabulary                 |
| Business tests                 | Placement                          | Vocational education       |
| Civil service                  | Postwar business education         | Vocational guidance        |
| Clerical work                  | Postwar planning and problems      | War and business education |
| Tests                          | Preinduction courses               | Work experience            |
| Training                       | Prognosis                          | Youth                      |

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